

LAW (32)

AGENCY PLAN: MISSION, GOALS AND BUDGET SUMMARY

MISSION:

The Law Department strives to deliver exceptional and efficient legal counseling and representation to the Executive and Legislative branches of City government as mandated by the City Charter.

AGENCY GOALS:

1. Maximize and monitor the level of client satisfaction with department services.
2. Provide effective, ongoing and proactive advice and counseling to all City departments in order to assist them in accomplishing their business objectives and to eliminate, or minimize to the greatest extent possible, the potential for legal liability.
3. Ensure attorney preparedness for all legal proceedings and client contacts.
4. Provide necessary professional skills training to all lawyers and staff to maximize the quality and efficiency of legal services delivered to the City.
5. Maximize the City's financial solvency and business growth through aggressive collection of City revenues, effective representation in claims and litigation for and against the City, and effective and timely advice and representation of the City in commercial and development transactions.
6. Effectively assist in community empowerment by vigorous prosecution of quality of life crimes, environmental and ordinance violations.

AGENCY FINANCIAL SUMMARY:

2011-12 <u>Requested</u>		2010-11 <u>Budget</u>	2011-12 <u>Recommended</u>	Increase <u>(Decrease)</u>
\$ 21,453,589	City Appropriations	\$ 19,309,895	\$ 20,324,958	\$ 1,015,063
\$ 21,453,589	Total Appropriations	\$ 19,309,895	\$ 20,324,958	\$ 1,015,063
\$ 3,614,000	City Revenues	\$ 1,614,000	\$ 1,614,000	\$ -
\$ 3,614,000	Total Revenues	\$ 1,614,000	\$ 1,614,000	\$ -
\$ 17,839,589	NET TAX COST:	\$ 17,695,895	<u>\$ 18,710,958</u>	\$ 1,015,063

AGENCY EMPLOYEE STATISTICS:

2011-12 <u>Requested</u>		2010-11 <u>Budget</u>	04-01-11 <u>Actual</u>	2011-12 <u>Recommended</u>	Increase <u>(Decrease)</u>
<u>116</u>	City Positions	<u>119</u>	<u>108</u>	<u>112</u>	<u>(7)</u>
116	Total Positions	119	108	112	(7)

ACTIVITIES IN THIS AGENCY:

	2010-11 <u>Budget</u>	2011-12 <u>Recommended</u>	Increase <u>(Decrease)</u>
Administration and Operations	\$ 18,617,895	\$ 19,702,158	\$ 1,084,263
Legislative Liaison	<u>692,000</u>	<u>622,800</u>	<u>(69,200)</u>
Total Appropriations	\$ 19,309,895	\$ 20,324,958	\$ 1,015,063

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ADMINISTRATION AND OPERATIONS ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: ADMINISTRATION AND OPERATIONS

The function of this activity is to provide legal services to all branches of government of the City of Detroit. These services include researching and writing legal opinions, representing the City, its agencies and employees in a variety of legal proceedings, including condemnation proceedings, civil litigation, criminal prosecution of ordinance violations and claims against the City. Services also include reviewing all City contracts, leases, development agreements, indemnity agreements, preparing ordinances and rendering legal advice.

Sections within the department are Litigation, Labor/WC, 36th District Court, Claims, Municipal, Contracts, Tax/RC, Commercial and Appeals for a total of 9 sections. Major client agencies are: Mayor's Office, City Council, Police, Public Works, Transportation, Water and Sewerage, Planning and Development, Buildings and Safety Engineering, Finance, Public Lighting, Human Resources, Fire, Recreation, Budget, Health, Municipal Parking, for a total of 16.

GOALS:

1. Maximize and monitor the level of client satisfaction with department services.
2. Provide effective, ongoing and proactive advice and counseling to all City departments in order to assist them in accomplishing their business objectives and to eliminate or minimize to the greatest extent possible the potential for legal liability.
3. Ensure attorney preparedness for all legal proceedings and client contacts.
4. Provide continuous professional skills training to all lawyers and staff to maximize the quality and efficiency of legal services delivered to the City.
5. Maximize the City's financial solvency and business growth through aggressive collection of City revenues, effective representation in claims and litigation for and against the City, and effective and timely advice and representation of the City in commercial and development transactions.
6. Effectively assist in community empowerment by vigorous prosecution of quality of life crimes, environmental and ordinance violations.

MAJOR INITIATIVES FOR FY 2010-11:

The City of Detroit Law/ITS section is looking forward to upgrading the current Legal Edge Client Server software. This project was created for the purpose of streamlining the system by integrating GroupWise calendaring, Legal Key records management and Worldox document management systems.

The Law Department desires to replace the currently used Worldox document management system. Legal Edge will build an interface to an open source Enterprise Content and Document Management product to provide analogous functionality as Worldox on an open source base. Such would provide customers, including the Law Department, with a full featured, fully supported Document Management system, integrated with Legal Edge. The broad functionality would include; linking documents directly to cases and people, profile fields, text search and folder capability.

The new Legal Edge Matter Management system will replace the functions currently being performed by Legal Key and upon implementation; LegalKey will no longer be utilized by the Law Department.

PLANNING FOR THE FUTURE FOR FY 2011-12, FY 2012-13 and BEYOND:

The department is continuously examining best practices of the legal industry to enhance department operations.

The department is also working to streamline and fine-tune its operational practices for the future fiscal years, along with the continuous efforts to reduce operational costs now and into the future.

Both Federal and State Courts are moving towards total electronic filing of pleadings and documents. To that end, we see a need for the digitization of documents, both in the Law Department and other city departments. This would allow for easy and more economical access, transferring and storage of City records, by both City departments and the public.

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This would save a tremendous amount of money in costs; enable citizens to purchase documents from the appropriate departments on-line; and avoid time-consuming and costly requests.

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ADMINISTRATION AND OPERATIONS MEASURES AND TARGETS

Administration Division Employee & Office Support, Financial Mgt, Records Section & Law Library

Type of Performance Measure: List of Measures	2008-09 Actual	2009-10 Actual	2010-11 Projection	2011-12 Target
Percentage of professional staff attending at least one external training program per year	100%	100%	100%	100%
Number of Attorneys in Division	2	2	2	2
Number of Staff in Division	10	6	8	7
Outcomes: Results or Impacts of Program Activities				
Percent "plain English" documents	98%	98%	98%	98%
Percent of time response is written assignment	96%	96%	98%	98%
Number of cases handled by outside counsel (OPEN)	54	65	65	52

Commercial Division

Type of Performance Measure: List of Measures	2008-09 Actual	2009-10 Actual	2010-11 Projection	2011-12 Target
Percentage of professional staff attending at least one external training program per year	100%	100%	100%	100%
Number of Attorneys in Division	22	26	26	25
Number of Legal Assistants in Division	3	4	4	4
Number of Clerical Support Staff in Division	4	5	5	5
Outputs: Units of Activity directed towards Goals				
Client training workshops	0	0	1	2
Contract Opinions (written or oral)	3	21	20	25
Number of Contracts reviewed	913	822	836	800
Percent "plain English" documents	98%	98%	99%	99%
Settlement write-ups completed within 10 days of agreement	100%	100%	100%	100%
Participation in City/related entities' bond transactions	7	3	2	3
Bonds/Insurance Certificates Reviewed	786	1062	558	600
Involvement in City commercial transactions	83	163	224	230
Acquisition deed proceedings	155	98	220	225
Number of cases handled by outside counsel	41	67	10	5
Water Department contractor claims	5	7	4	4
Water Department opinions rendered	22	73	60	50
Case (contract) per Attorney ratio	1/5.5	1/5.2	1/11.2	1/10
Secretary to Attorney ratio	1/7.3	1/6.5	1/5	1/5+
Legal Assistant to Attorney ratio	1/7.3	1/6.5	1/6.25	1/6.25

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Litigation Division

Type of Performance Measure: List of Measures	2008-09 Actual	2009-10 Actual	2010-11 Projection	2011-12 Target
Inputs: Resources Allocated or Service Demands Made				
% of professional staff attending an external training program	40%	50%	50%	50%
Number of Attorneys in Division	N/A	26	19	20
Number of Legal Assistants in Division	N/A	5	3	4
Number of Clerical Support in Division	N/A	9	9	11
Collections opportunities (fees, costs or sanctions)	280	0	0	0
Outputs: Units of Activity directed towards Goals				
Client training workshops	22	4	6	6
Number of motions filed	2,000	2,000	2,000	2,000
Percent "plain English" documents	98%	98%	98%	98%
Number of Cases Active	830	830	750	850
Number of Cases Closed				
Number of Cases Dismissed	160	160	165	170
Settlement write-ups completed within 10 days of agreement	75%	85%	90%	90%
Percent of timely responses to written assignments				
Number of appeals pending (close of fiscal year)	50	47	50	50
Number of cases handled by outside counsel	6	6	6	6
Claims Received	497	500	500	525
Number of risk management reports (Non-Auditors request)	35	35	40	40
Outcomes: Results or Impacts of Program Activities				
Percentage of clients rating department services satisfactory or better	97%	97%	97%	97%
Total levels of revenue collections *	1,000,000	526,164	2,526,164	750,000.00
Bankruptcy collections *	500,000	30,000	1,030,000	50,000.00
Income Tax collections (civil and criminal) *	250,000	111,048	1,000,000	200,000.00
General Accounts receivable amounts collected	250,000	385,116	496,164	500,000.00
Total amount of arbitration paid against City	2,500,000	4,646,510	5,000,000	5,000,000
Total amount of Judgments paid against City	7,000,000	4,810,367	6,000,000	6,000,000
Total amount of settlements paid against City	25,000,000	23,408,531	20,000,000	20,000,000

**Note: Revenue collections include collections of bankruptcy, municipal parking, income tax, property tax general accounts receivable, general fess and utility users tax delinquencies and environment cost.*

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Governmental Affairs Division/ FOI Section

Type of Performance Measure:	2008-09	2009-10	2010-11	2011-12
List of Measures	Actual	Actual	Projection	Target
% of professional staff attending an external training program	50%	50%	75%	100%
Number of Attorneys in Section	4	4	4	4
Number of Legal Assistants in Section	2	2	2	3
Number of Clerical Support Staff in Section	2	2	2	2
FOIA responses sent	3,364	3,248	3,500	4,000
Municipal Public Hearings / Formal meetings	443	355	400	400
Outputs: Units of Activity directed towards Goals				
Client training workshops	1	2	2	3
Number of face-to-face client contacts to assess client needs	200	200	300	300
Percent "plain English" documents	98%	98%	98%	98%
Number of Cases Active	6	16	30	40
Number of Cases Closed	2	12	15	20
Number of Cases Dismissed	2	1	3	5
Settlement write-ups completed within 10 days of agreement	100%	100%	100%	100%
Percent of timely responses to written assignments	70%	70%	70%	80%
Number of cases handled by outside counsel	1	1	0	0
Outcomes: Results or Impacts of Program Activities				
Percentage of clients rating department services satisfactory or better	98%		98%	98%
Total amount of settlements paid against City	0	\$400,000	\$50,000	\$75,000
Total amount of judgments paid against City	0	0	\$50,000	\$50,000

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Governmental Affairs Division/ Municipal Section

Type of Performance Measure:	2008-09	2009-10	2010-11	2011-12
List of Measures	Actual	Actual	Projection	Target
% of professional staff attending an external training program	100%	100%	100%	100%
Number of Attorneys in Section	4	4	4	6
Number of Legal Assistants in Section	1	1	1	1
Number of Clerical Support Staff in Section	1	0	0	1
FOIA requests – all	77	83	90	100
Municipal Public Hearings / Formal meetings	815	924	1,000	1,100
Municipal – Administrative Proceedings	0	15	30	45
Outputs: Units of Activity directed towards Goals				
Client training workshops	2	2	3	4
Number of face-to-face client contacts to assess client needs	408	469	500	550
Municipal Opinions (written or oral)	755	801	900	1,000
Percent “plain English” documents	99%	99%	100%	100%
Number of Cases Active	18	12	20	25
Number of Cases Closed	13	9	15	20
Number of Cases Dismissed	13	9	15	20
Settlement write-ups completed within 10 days of agreement	100%	100%	100%	100%
Subpoenas	510	678	700	750
Ordinances, Resolutions, Executive Orders	421	443	475	600
Percent of timely responses to written assignments	85%	85%	85%	90%
Outcomes: Results or Impacts of Program Activities				
% of clients rating department services satisfactory or better	95%	95%	95%	98%

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Governmental Affairs/Local Prosecution Section

Type of Performance Measure: List of Measures	2008-09 Actual	2009-10 Actual	2010-11 Projection	2011-12 Target
Inputs: Resources Allocated or Service Demands Made				
Percentage of professional staff attending at least one external training program per year	100%	100%	100%	100%
Number of Attorneys in Section	7	6	7	7
Number of Legal Assistants in Section	0	0	0	0
Number of Clerical Support Staff in Section	1	1	0	1
Outcomes: Results or Impacts of Program Activities				
Percentage of clients rating department services satisfactory or better	98%	90%	90%	100%
Total amount of settlements paid against City	\$1,250	\$500	\$1,000	\$10,000
Total amount of judgments paid against City	0	0	0	0
Outputs: Units of Activity directed towards Goals				
Client training workshops	3	0	5	10
Number of face-to-face client contacts to assess client needs	15	25	40	55
Number of court documents prepared	553	420	400	450
Percent "plain English" documents	98%	98%	98%	100%
Number of Small claims cases active	8	14	20	25
Number of small claims cases closed	12	10	20	30
Number of small claims cases dismissed	8	4	15	20
Settlement write-ups completed within 10 days of agreement	100%	100%	100%	100%
Percent of timely responses to written assignments	100%	95%	100%	100%
Total number of appeals pending (close of fiscal year)	2	2	3	4

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Labor and Employment Division

Type of Performance Measure: List of Measures	2008-09 Actual	2009-10 Actual	2010-11 Projection	2011-12 Target
Inputs: Resources Allocated or Service Demands Made				
Percentage of professional staff attending at least one external training program per year	100%	100%	100%	100%
Number of Attorneys in Labor & Employment	6	6	4	4
Number of Attorneys in Workers Comp	3	3	3	3
Number of Attorneys in Police Trial Boards	2	2	2	2
Number of Clerical Support Staff in Division	5	3	3	3
Legal Assistant to Attorney ratio	2:6	2:6	2:6	1:9
Outcomes: Results or Impacts of Program Activities				
Total amount of settlements paid against City	26,500,000	29,000,000	30,000,000	30,000,000
Total amount of judgments paid against City	8,000,000	10,000,000	15,000,000	15,000,000
Efficiency:				
Average number of days a case is open	480	520	541	563
Secretary to Attorney ratio	2:6	2:6	2:6	3:9
Legal Assistant to Attorney ratio	2:11	1:9	1:9	1:9
Outputs: Units of Activity directed towards Goals				
Client training workshops	3	4	3	3
Number of face-to-face client contacts to assess client needs	300	320	340	350
Opinions (written or oral)	255	267	272	280
Number of Motions filed Labor	1238	1275	1300	1325
Labor/Employment Investigations	135	145	150	155
EEOC & MDCR claims	78	82	86	0
Worker Compensation redemptions	38	24	20	18
Civil service grievances	70	55	65	70
Percent "plain English" documents	99%	99%	99%	99%
Number of Cases Closed	50	58	65	72
Settlement write-ups completed within 10 days of agreement	90%	80%	80%	80%
Percent of timely responses to written assignments	85%	80%	75%	75%
Number of cases handled by outside counsel	2	3	3	2
Total Number of Labor Cases pending at start of fiscal year	650	685	755	765
Total number of MERC cases	45	70	109	148
Total number of appeals pending (close of fiscal year)	55	62	65	70
Veterans preference hearings	0	0	2	2
Police Trial Boards	708	625	650	650

CITY OF DETROIT
Law Department
Financial Detail by Appropriation and Organization

Administration	2010-11 Redbook		2011-12 Dept Final Request		2011-12 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Administration and Operations						
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00527 - Administration and Operations						
320010 - Administration	119	\$18,617,895	116	\$20,761,589	112	\$19,702,158
APPROPRIATION TOTAL	119	\$18,617,895	116	\$20,761,589	112	\$19,702,158
ACTIVITY TOTAL	119	\$18,617,895	116	\$20,761,589	112	\$19,702,158

CITY OF DETROIT
Budget Development for FY 2011-2012
Appropriations - Summary Objects

	2010-11 Redbook	2011-12 Dept Final Request	2011-12 Mayor's Budget Rec
AC0532 - Administration			
<i>A32000 - Law Department</i>			
SALWAGESL - Salary & Wages	7,871,843	7,989,257	7,792,792
EMPBENESL - Employee Benef	6,005,494	7,516,709	7,273,354
PROFSVCSL - Professional/Cor	1,807,078	1,862,078	1,646,774
OPERSUPSL - Operating Suppli	467,590	915,591	681,231
OPERSVCSL - Operating Servic	2,395,390	2,407,454	2,257,607
CAPEQUPSL - Capital Equipme	57,500	57,500	49,500
OTHEXPSSL - Other Expenses	13,000	13,000	900
<i>A32000 - Law Department</i>	<i>18,617,895</i>	<i>20,761,589</i>	<i>19,702,158</i>
AC0532 - Administration	18,617,895	20,761,589	19,702,158
Grand Total	18,617,895	20,761,589	19,702,158

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LEGISLATIVE LIAISON ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: LEGISLATIVE LIAISON

The City of Detroit engages the services of a legislative liaison in Lansing and in Washington, D.C. The appropriation pays for an office in Lansing and a contract for services in Washington. The Mayor's Office provides the oversight of this contract.

GOALS:

1. To Represent the City's interest in all state and federal legislative matters pertaining to or having an effect upon the City of Detroit.
2. To Keep the City Administration informed of the latest legislative attitudes and actions on matters pertaining to or having an effect upon the City of Detroit.

CITY OF DETROIT
Law Department
Financial Detail by Appropriation and Organization

Federal Legislative Services	2010-11		2011-12		2011-12	
	Redbook		Dept Final		Mayor's	
Legislative Liaison	FTE	AMOUNT	Request	Request	Budget Rec	Budget Rec
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00255 - Legislative Liaison						
320040 - Federal Legislative Services	0	\$300,000	0	\$300,000	0	\$270,000
APPROPRIATION TOTAL	0	\$300,000	0	\$300,000	0	\$270,000
11860 - State Legislative Services						
320045 - State Legislative Services	0	\$392,000	0	\$392,000	0	\$352,800
APPROPRIATION TOTAL	0	\$392,000	0	\$392,000	0	\$352,800
ACTIVITY TOTAL	0	\$692,000	0	\$692,000	0	\$622,800

CITY OF DETROIT
Budget Development for FY 2011-2012
Appropriations - Summary Objects

	2010-11 Redbook	2011-12 Dept Final Request	2011-12 Mayor's Budget Rec
AC1032 - Legislative Liaison			
<i>A32000 - Law Department</i>			
PROFSVCSL - Professional/Cor	692,000	692,000	622,800
<i>A32000 - Law Department</i>	<i>692,000</i>	<i>692,000</i>	<i>622,800</i>
AC1032 - Legislative Liaison	692,000	692,000	622,800
Grand Total	692,000	692,000	622,800

CITY OF DETROIT
Budget Development for FY 2011-2012
Appropriation Summary - Revenues

	2009-10 Actuals	2010-11 Redbook	2011-12 Dept Final Request	2011-12 Mayor's Budget Rec	Variance
A32000 - Law Department					
<i>00527 - Administration and Operations</i>					
446100 - Administration Fee	225	0	0	0	0
449125 - Personal Services	0	0	600,000	0	0
449160 - Personal Services-Airp	1,473	4,000	4,000	4,000	0
449175 - Personal Services-Ced	446,173	700,000	700,000	700,000	0
449200 - Personal Services-Mpc	19,787	73,000	73,000	73,000	0
449205 - Personal Services-Nsd	2,437	15,000	15,000	15,000	0
449215 - Personal Services-DO	104,277	542,000	542,000	542,000	0
449220 - Personal Services-Wat	232,929	100,000	500,000	100,000	0
455105 - Court Fines	0	0	1,000,000	0	0
474100 - Miscellaneous Receipts	54,627	180,000	180,000	180,000	0
<i>00527 - Administration and Operation:</i>	<i>861,928</i>	<i>1,614,000</i>	<i>3,614,000</i>	<i>1,614,000</i>	<i>0</i>
A32000 - Law Department	861,928	1,614,000	3,614,000	1,614,000	0
Grand Total	861,928	1,614,000	3,614,000	1,614,000	0

**CITY OF DETROIT
MAYOR'S 2011-2012 RECOMMENDED BUDGET**

Law Department

Appropriation	REDBOOK FY		DEPT REQUEST		MAYORS FY	
Organization	2010	2011	FY	FY	2011	2012
Classification			FTE	FTE	FTE	
00527 - Administration and Operations						
320010 - Administration						
Corp Counsel - Election Comm	1			1		1
Deputy Corporation Counsel	1			1		1
Admin Asst GD II - Law	2			1		1
Executive Legal Secretary	1			1		1
Chief Asst Corporation Counsel	4			4		4
Supervising Asst Corp Counsel	9			9		9
Sr Asst Corporation Counsel	21			20		19
Assistant Corporation Counsel	32			31		31
Asst Corp Counsel - Exempt	4			4		4
Records Manager	1			1		1
Legal Investigator	4			4		3
Legal Assistant	11			11		11
Senior Legal Secretary	4			3		2
Legal Secretary	16			16		15
Principal Clerk	1			1		1
Senior Clerk	1			1		1
Clerk	4			4		4
Office Assistant III	1			1		1
Office Assistant II	1			1		1
Sr Asst Corp Counsel Exempted	0			1		1
Clerk	0			0		0
 Total Administration	119			116		112
Total Administration and Operations	119			116		112
Agency Total	119			116		112